

All DA Photos, Passport Photos, and Command Photos will be scheduled using the Visual Information Order System VIOS.

There are two ways to access the site. Users with CAC readers should go to www.vios.army.mil. Users without CAC readers should go to www.vios-akoeast.army.mil and login using their AKO username and password.

Once a CAC user has accessed the site they should follow the steps below to establish an account and request a service.

- 1> Select the eastern side of the US Map
- 2> Select your digital certificate the click ok
- 3> Determine the type of user you are after reading the descriptions. Most customers will be new users. Select the "new user button".
- 4> Using the drop down box select your installation. If you are wishing service in Indiana you will select Indiana ARNG then select continue.
- 5> Select the 3903 work order image.
- 6> Complete your custom contact information. Select next to continue.
- 7> You are now ready to submit a work request. Follow the prompts to complete your request.

Fort Benjamin Harrison DA PHOTO LABS

Photo appointment slots are normally available Monday – Friday from 9:00-10:30 and 12:30-14:30
The DA Photo Lab is located at the JFHQ-IN-J1 9301 E 59TH Street Lawrence, IN 46216-2236
(located in the Ivy Tech building near Fort Ben Harrison)

CONTACT INFORMATION:

If you have specific photo related issues contact 317-964-7052.

If you have technical issues with the site contact the Visual Information Department at 317-247-3134.

Note: Until further notice when submitting a work order for a passport or change of command photo you must select the DA Photo option under Type of Photography. **DO NOT SELECT** Head and Shoulders / Passport, you will not be able to schedule an appointment under this option.

UPDATED 27 FEBRUARY 2013